

**Bernard P. Carvalho Jr.**  
Mayor



**Jay Furfaro**  
Boards and Commissions Administrator

**Wallace G. Rezentes Jr.**  
Managing Director

**OFFICE OF THE MAYOR  
BOARDS AND COMMISSIONS  
County of Kaua'i, State of Hawai'i**  
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**2017 Training Seminars**

The following professional development training sessions have been planned. Information will be distributed to all Board and Commission members via email in advance at the appropriate time. Please mark these dates on your calendar. Dates are subject to change.

- For the 2017 calendar year, there will be a total of four (4) training seminars held.
- All training seminars are tentatively scheduled for the 1<sup>st</sup> Friday of each month from 9:30 am to 11:30 am.
- All seminars will take place at the County of Kaua'i Civic Center, Pi'ikoi Building, Room A/B.

June 2, 2017

**Effective Meeting Management**  
Primarily for Chairs and Vice-Chairs

July 7, 2017

**Orientation for Boards and Commissions:  
Tips on Media Relations; the Kaua'i County Charter;  
the Role of the Board/Commission Member**

August 4, 2017

**Basic Parliamentary Procedures**

September 1, 2017

**Evaluating Board/Commission Appointed Department Heads**  
Primarily for Commissions with appointing authority`

**\*\*\* The Sunshine Law Training is available online at [www.Hawaii.gov/oip](http://www.Hawaii.gov/oip) \*\*\***

**SPECIAL ASSISTANCE**

*If you need an alternate format or an auxiliary aid to participate, please contact the Boards and Commissions Office at (808) 241-4917 at least five (5) working days prior to the meeting.  
Office Hours: Monday – Friday, 7:45 am – 4:30 pm. Mahalo.*